

REQUEST FOR PROPOSAL (RFP)

**USDC 09-2009
Copier Equipment Maintenance
Request for Proposal**

**U.S. DISTRICT COURT
ADMINISTRATIVE SERVICES
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**U.S. DISTRICT COURT
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TABLE OF CONTENTS**

	Page Number
1. Introduction	
1.1 Equipment Specifications	
1.2 RFP Instruction.....	3-6
2. RFP Organization and Response Rules	
2.1 RFP Organization.....	7
2.2 Response Rules.....	7
2.3 Evaluation Criteria.....	7
3. Specific RFP Response Format	
3.1 Specific Response Information.....	8
3.2..... RFP Timeline.....	8
4. Background	
4.1..... U.S. District Court Western District of Washington.....	9
5. Terms and Conditions	
5.1 Account management.....	10
5.2 Prices	10
5.3 Alterations	10
5.4 Shipping Instructions	11
5.5 Delivery /Execution	11
5.6 Identification	11
5.7 Payment and Assignments.....	11
5.8 Termination	11
6. A. General Questionnaire.....	12

**U.S. DISTRICT COURT / U.S. PROBATION / U.S. PRETRIAL SERVICES
REQUEST FOR PROPOSAL (RFP)**

1. Introduction

United States District Court is soliciting a Request for Proposal (RFP) for the selected vendor to provide pricing on equipment maintenance and consumable products for (27) copiers. This RFP will cover pricing to be honored for one year beginning 10/1/2008 through 9/30/2009.

Within our fleet of copiers, you will find various manufacturers, models, both digital and analog units.

1.1 Current Copier Fleet

Serial	Brand	Model	City	Bldg. Location	Avg. Copies/Mo.
JRK01663	Canon	IR1630	Seattle	East Courtroom	100
MRJ01388	Canon	IR3300	Seattle	Docketing	8000
MPD00390	Canon	IR3300	Seattle	In-Court Deputies	3000
MPD00092	Canon	IR3300	Seattle	Probation	500
MRJ02366	Canon	IR3300	Tacoma	Arnold	6500
MPD00093	Canon	IR3300	Tacoma	Clerk's Office	15000
MRJ02391	Canon	IR3300	Tacoma	Probation	1650
JPTL6D303J	HP	9040 mfp	Seattle	Coughenour	9000
JPTL745039	HP	9040 mfp	Seattle	Jones	9000
JPTL6D3033	HP	9040 mfp	Seattle	Magistrate Judges	1000
JPTL6D303H	HP	9040 mfp	Seattle	Pechman	11000
JPTL6D304P	HP	9040 mfp	Seattle	Rothstein	6500
JPTL6D3038	HP	9040 mfp	Seattle	Zilly	9000
TBD	HP	9040 mfp	Seattle	Admin. Services	1000
JPTL6DM04K	HP	9040 mfp	Seattle	Intake/Mailroom	8000
TBD	HP	9040 mfp	Tacoma	Bryan	6500
JPTL6DM03N	HP	9040 mfp	Tacoma	Burgess	6500
JPTL74502W	HP	9040 mfp	Tacoma	Settle	6500
JPBWT09012	HP	9000lmfp	Seattle	Lasnik	13000
JPBWT09097	HP	9000lmfp	Seattle	Martinez	6000
JPBWT09026	HP	9000lmfp	Seattle	Robart	8000
JPBWT09010	HP	9000lmfp	Seattle	Probation	2000
JPBWT09028	HP	9000lmfp	Tacoma	Clerk's Office	12500
JPBWT09117	HP	9000lmfp	Tacoma	Pretrial	4000
55HE11858	Konica	7040	Tukwila	Probation	10000
55WE04817	Konica	7055	Seattle	Probation	12000
55WE00317	Konica	7055	Tacoma	Probation	12000
55WE00117	Konica	7055	Tacoma	Probation	3000
H4705900353	Ricoh	AF551	Seattle	Magistrate Clerks	5000

- 1.1.1 **Equipment Maintenance** - The maintenance agreement will cover all parts, labor, consumable supplies (except paper & staples), black toner, developer, drum and fuser rollers.
- 1.1.2 **Professional Services** - Service calls for maintenance must be returned within a two (2) hour time-frame. If a maintenance resolution can not be determined within a five (5) minute phone conversation with a court employee, then a maintenance professional must be dispatched within two (2) hours from the termination of phone conversation.
- 1.1.3 **Adding and Replacing of units** – should the U.S. District Court have need to add copier machines to the above listed fleet, the winning vendor will be notified of the intent to add the unit to the current copier maintenance agreement. If an above copier is replaced by a unit not listed above, maintenance pricing shall remain the same for the new unit or as deemed “reasonably comparable” by the U.S. District Court.

1.2 RFP Instructions

U.S. District Court is seeking quotations and questionnaire responses on equipment maintenance for the time period of one year. All information contained within this request is considered proprietary to U.S. District Court and shall not be shared or duplicated for purposes outside this formal RFP process. **Interested Parties shall submit 2 original copies of your proposal.**

1.2.1 Deadline for Responses to RFP

Quotations must be e-mailed or mailed and received by Mark Farley, Procurement, at 700 Stewart Street, Lobby Level, Seattle, WA 98101, no later than **September 18, 2008 at 5:00 P.M.** Pacific Daylight Time. Quotations received after the established deadline will not be included in the RFP process.

All quotations submitted must be in compliance with the enclosed terms and conditions. Failure to complete all required and requested information may result in disqualification of the Proposal.

1.2.2 Postponement of response deadline for RFP

The U.S. District Court reserves the right to postpone the date and time announced for receipt of Proposals. Such postponement may be made at any time prior to the established date and time for receipt of Proposal by notice and addendum to the RFP to all potential participants.

- 1.2.3 Interpretation and agenda
Inquiries regarding this RFP shall be directed to Mark Farley, Procurement, 700 Stewart Street Street, Lobby Level, Seattle WA. 98101. Please do not contact any other individuals at the U.S. District Court regarding this Request for Proposal. If a change or further explanation is deemed necessary, the U.S. District Court will notify all potential parties by addendum to the RFP.
- 1.2.4 Errors in Quotation. Authorized representatives are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting Proposals. All questions or requests for further clarification regarding specifications or requirements should be fully addressed prior to submitting your proposal.
- 1.2.5 Proposal Changes and Withdrawal
Once your Proposal has been submitted within the time allowed, the Proposal shall be in its final form. Changes, except for responses to any Court addendums, will not be allowed. Written notification of withdrawal must be provided to Mark Farley prior to September 18, 2008.
- 1.2.6 Execution of Proposal
The Proposal shall be signed by an officer or other authorized representative of your firm who has legal authority to commit to performance of the services offered.
- 1.2.7 Subletting or Assigning of Agreement
The U.S. District Court understands that a portion of the work assignment may be sublet, transferred, or assigned to another firm or corporation. The firm or corporation must explicitly follow any stated direction in the information as provided within this RFP.
- 1.2.8 Pricing
Firm fixed prices are required with the exception expressed in section 5.2. All prices submitted will be considered as such unless otherwise indicated.
- 1.2.9 U.S. District Court reserves the right to reject any and/or all proposals, in part, or in its entirety during this RFP process.
- 1.2.10 This RFP does not commit the U.S. District Court to issue contract(s). And no compensation will be made to firms for proposal preparation, interviews or other proposal costs.

VENDOR MUST COMPLETE AND RETURN THE FOLLOWING INFORMATION WITH RFP RESPONSE, ACKNOWLEDGING "I HAVE READ AND WILL COMPLY WITH RFP INSTRUCTIONS AS DESCRIBED."

Date: _____

Company Name: _____

Address: _____

City & State: _____

Zip: _____

Phone: _____

FAX: _____

Prepared by: _____

Title: _____

Signature: _____

2. RFP Organization and Response Rules

2.1 RFP Organization

- Section 1** - Introduction/RFP Instructions
- Section 2** - RFP Response Guidelines
- Section 3** - Specific RFP Organizational Response Information
- Section 4** - U.S. District Court Background
- Section 5** - Terms and Conditions
- Section 6** - Questionnaire
- Section 7** - Attachment (If applicable)

2.2 RFP Response Guidelines

- 2.2.1 All responses are to be in strict conformity with the Proposal documents and attachments. To be considered as a potential supplier for these services, you must respond to all components of this RFP
- 2.2.2 Any additions or changes to the terms of this request for proposal should be detailed on a separate sheet, and agreed to by both parties prior to submission of your proposal.

2.3 RFP Evaluation Criteria

- 2.3.1 Responses to this RFP shall be binding for a minimum of thirty (30) calendar days.
- 2.3.2 The U.S. District Court reserves the right to reject any or all proposals submitted, to reject a proposal not accompanied by any data required by the RFP, to reject a proposal which is in any way incomplete or irregular, or to waive any informality or irregularity in any proposal received.
- 2.3.3 All Quotations and supporting documents shall remain the property of U.S. District Court.

3. RFP Response Information

Please answer the following on a separate sheet of paper, clearly referencing the paragraph number contained in this RFP.

3.1 RFP Response Company Profile Information

- 3.1.1 List Company name and address, contact name, phone and fax numbers.
- 3.1.2 Provide a brief company history including products, services, and statements of financial condition.
- 3.1.2 Please provide references from three customers where similar services were provided. Please include contact names, titles, and phone numbers.

3.2 RFP Timeline

<u>3.2.1 EVENT</u>	<u>DUE DATE</u>
RFP Distribution	August 29, 2008
RFP Response	September 18, 2008
RFP Evaluation Completed	September 19, 2008
Final Selection/Notification	September 22, 2008
Negotiation/ Final discussions	September 23, 2008
Contract Awarded	September 24, 2008

4. U.S. District Court - General Information

4.1 Background

- 4.1.1 U.S. District Court / Western District of Washington was created on March 2, 1905, with Cornelius H Hanford as its first district judge. In 1909 a second judgeship was authorized, and George Donworth accepted this appointment, sitting in Tacoma, WA.

In Late 1909, the court in Seattle moved from Fourth and Marion to the Post Office at Third and Union. The court remained at that location until moving to Fifth and Madison on November 20, 1940 and moved to its current location on Seventh and Stewart in August of 2004.

- 4.1.2 The Court consolidated its operational resources in 2001 by combining Human Resources, Budget Administration, Telecom, Procurement and Information Technology into two departments, Consolidated Administrative Services and Consolidated Information Technology. These newly formed departments manage all aspects of the above listed areas for three Court units, U.S. District Court, U.S. Probation and U.S. Pretrial Services.

5. Terms and Conditions

Following are general guidelines for the acquisition of products and services outlined in the RFP.

5.1 Account Management

- 5.1.1 The U.S. District Court will request an account representative/ customer service representative be assigned to our account.
- 5.1.2 Account Managers and customer service agents of your firm will be expected to return calls and answer requests for general information within 4 hours.
- 5.1.3 Your firm will be expected to provide reporting management on all service transactions.
- 5.1.4 The supplier awarded this business opportunity may, or may not, be the exclusive provider of such services included in this RFP for the duration of the agreement, assuming all service and quality needs continue to be fulfilled in an acceptable manner. U.S. District Court reserves the right to re-bid this service at its sole discretion, if at such time, both parties mutually agree that the supplier is unable to meet the needs of the U.S. District Court.

5.2 Prices

Pricing is to be fixed. If a price increase is requested during the term, and both parties do not agree upon the percentage of increase, the agreement is nullified and open for re-bid. Any price decreases will be passed on immediately.

- 5.2.1 Service fees (prices) will be firm unless specifications provided have led the supplier to quote inaccurately. If such case arises, both parties shall mutually agree upon the price.

5.3 Alterations

No alterations to any of the terms, conditions, delivery, price, quality, quantities or specifications of any order shall be effective without review and written permission of an identified and authorized representative from the U.S. District Court. The U.S. District Court reserves the right to reject any requested changes.

- 5.4 Shipping Instructions (Applicable to mailed materials only)**
Unless otherwise specified, all goods are to be shipped FOB destination to the appropriate office of the U.S. District Court.
- 5.5 Delivery – Execution of Services**
With respect to execution of services, time is of the essence and tasks are to be executed on time. For any exception to the execution date or schedule date specified for a task, proper notice shall given prior to an identified and authorized representative from the U.S. District Court.
- 5.6 Identification**
All invoices, packing lists, packages, shipping notices, and other written documents must reference the corresponding U.S. District Court individual or ticketed information for audit and tracking accountability.
- 5.7 Payments and Assignments**
All payments shall be remitted by mail. The U.S. District Court shall not honor drafts, nor accept goods on a sight draft basis. Furthermore, the payment of monies due under this contract shall only be assigned with prior written consent of the U.S. District Court. The seller's payment terms shall be net 30 days upon receipt of a properly submitted invoice. The U.S. District Court will take advantage of all prompt pay discounts and these discounts are to be expressed in your response.
- 5.8 Termination**
In the event of a breach by Seller of any of the provisions of this contract, the U.S. District Court reserves the right to cancel and terminate this agreement forthwith upon giving 30 days oral or written notice.

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6. General Questionnaire

Please answer the following questions relating to the U.S. District Court's request for supplier information.

TECHNOLOGY - COMPANY INFORMATION

1. Current Operations: State the dollar volume of each area listed.
Corporate/Government contracts:
Number of employees:
2. Provide the name and contact information for the individual responsible for this proposal.
3. List and describe standard management reports you can provide.

COST CONTAINMENT

1. Define the cost structure, including all potential service fees, plus fixed and variable costs.